There are two ways to post. You can post a reply to a thread or you can post a new topic.

To post a new topic to the Community Forum, do the following:

- 1. Login to FDLP Community (the login area is located in the upper right, in the blue banner area below the top menu). Once you are logged in, you will notice that the top menu has changed to accommodate your logged in privileges.
  - 2. Click on the "Forum" tab in the top menu. You will be on the forum page.
  - 3. Select the topic you wish to post to.
- 4. Click on the "NEWTOPIC\*" button on the left side of the site. A dialog box will open that will allow you to insert your topic or subject and allow you to write your post.
  - 5. Click on "Submit" to submit your post.
- 6. Be sure to explore the other options available to you, e.g., uploading an attachment, use of emoticons, previewing or saving your post.

To post a reply to a thread.

- 1. Navigate to the thread you want to post to.
- 2. At the bottom of the thread, click on the "POSTREPLY" button on the bottom left of the thread.
  - 3. A dialog box will open that will allow you to write your post.
  - 4. Click on "Submit" to submit your post.
- 5. Be sure to explore the other options available to you, e.g., uploading an attachment, use of emoticons, previewing or saving your post.